



PEACE CORPS SIERRA LEONE

Freetown, Sierra Leone

Phone: 232.78.200.900

VACANCY ANNOUNCEMENT

POSITION: MEDICAL SECRETARY/ASSISTANT

CLOSING DATE: September 9, 2012

LOCATION: Freetown, Sierra Leone

GENERAL DESCRIPTION/STATEMENT OF WORK (SOW)

The Medical Secretary/Assistant (MSA) is primarily responsible for the administrative management of the Health Unit and the Sick Room and for administrative support to two Peace Corp Medical Officers (PCMOs). The Health Unit provides medical care to Peace Corps Volunteers (PCVs).

The Medical Secretary/Assistant is a multi-functional position requiring a high degree of interpersonal skills, administrative skills, attention to detail, and time management. S/he works under the day-to-day guidance of the Peace Corp Medical Officers (PCMOs) and reports administratively to the Country Director.

Office Management

- Maintain confidentiality of all PCVs' medical needs, issues, and information
- Develop and maintain a calendar of yearly medical events, including but not limited to, deadline dates to ensure supplies, equipment, and publications are in stock for PCV conferences and trainings, mid-service physical exams, and other events. Assist the Health Unit on scheduling all activities including training activities, site visits, senior staff meetings, and expected leave arrangements for all personnel in Health Unit to coordinate coverage.
- Maintain log system for recording specimens sent to local laboratories or to the U.S., ensure that timely results are received for all specimens sent, and cross-check invoices against log to ensure accurate billing.
- Maintain log system for recording when PCVs are sent in person for outside tests or consultations, ensure that reports are received for each event, and cross-check invoices against log.
- Supervise management of the exam rooms and sick room, including daily cleaning, laundry services and restocking of supplies and equipment.
- Provide timely updates to Senior Staff of PCVs on medical hold.
- Assist the PCMOs in compiling monthly epidemiologic report and sending it to Washington as per the Peace Corps Technical Guidelines.
- Ensure that Training Site Health Unit is fully operational before each pre-service training.
- Use up-to-date listing of PCV' sites and contact numbers for quick reference at all times.
- Perform other duties as assigned.

Secretarial Support

- Greet and welcome PCVs and all visitors to the Health Unit.
- Ensure that telephone calls to the Health Unit during business hours are answered and all actions followed through.

- Maintain accurate log of PCV contacts to Health Unit.
- Manage and schedule all medical appointments (routine, urgent, mid-service, close of service, dental, consultants) and fill out any necessary forms for outside consultations and lab work
- Accompany PCV to local provider, lab or dentist, if needed and at PCMO instruction
- Develop and maintain a filing system in accordance with Peace Corps guidelines
- Maintain Health Records, including filing documents and keeping files in order
- Assist in downloading, printing and assembling the Peace Corps Trainee (PCT) Health Records
- Prepare PCT/PCV Immunization List and Medication List
- Assist PCMOs in tracking immunizations given to PCTs/PCVs and recording vaccinations given in WHO cards and other health records
- Register and prepare labs for shipment to Washington in mail-pouch
- Maintain adequate supplies of needed forms, assist in material preparation for all PCV trainings and conferences
- Forward all Health Records to Medical Records in Washington as each PCV ends service
- Fill out travel and reimbursement vouchers for PCVs
- Perform other duties as assigned

Medical Inventory/Supplies

- Assist PCMOs in maintaining an inventory system in accordance with Peace Corps MS 734
- Organize and maintain the pharmacy and the medical supply storage cabinets
- Keep updated records of supplies and medications received by Health Unit and dispensed or used
- Perform inventories of medication and supplies in accordance with Peace Corps MS 734
- Check medication expiration dates monthly and assist PCMO, as requested, with disposal of outdated medications
- Fill PCV medical supply requests and package supplies to be distributed to PCVs as needed
- Assist the PCMOs with ordering medications and supplies
- Perform other duties as assigned

Level and Effort

- Normal duties will be performed during a 40-hour work week on a set work schedule as indicated in the contract. Events may require occasional work on evenings, weekends, and/or holidays.

Qualifications

- Must maintain total confidentiality regarding all PCVs' medical matters
- Honesty, integrity, strong work ethic, and a commitment to human services
- Education: Minimum of a senior secondary education; medical experience preferred
- Language: Reading, writing and speaking fluency in English in addition to Krio; other local language(s) desirable but not required
- Experience: At least two (2) years clerical, computer and administrative experience required; medical or medical office experience preferred
- Skills:
 - Computer skills: fluency in Internet usage and Microsoft Word, Excel, Outlook, PowerPoint
 - High level of organizational and time management skills
 - Good interpersonal skills
 - Ability to be a team player and occasionally work under time pressure

Application Deadline: September 9, 2012

To apply:

Required Documentation for Application

1. Cover letter addressing candidate's qualifications for the position.
2. A current résumé or curriculum vitae.

3. The names and contact information for 3 current references who can attest to work experience and interpersonal skills.

Please note:

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Contract is contingent on a security background and medical check

Submit applications to the U.S. Peace Corps at 34 Old Railway Line, Signal Hill, Freetown or send application by email to SL01-pcjobs@peacecorps.gov no later than September 9, 2012